

E-Mail ALPERSRU AD/02

Subj: CGHRMS CAREER INTENTIONS WORKSHEET AND STATEMENT OF INTENT

- Ref: (a) [COMDT COGARD WASHINGTON DC 302224Z JUL 02 /ALCOAST 383/02](#)
(b) [E-Mail ALPERSRU V/02](#)
(c) [Personnel and Pay Procedures Manual, HRSICINST M1000.2A](#)
(d) [CG Personnel Manual, COMDTINST M1000.6A](#)

Introduction	This E-Mail ALPERSRU describes changes to functionality of the Coast Guard Human Resources Management System (CGHRMS) Career Intentions Worksheet (CIW) and Statement of Intent (SOI) transaction.
Self-Service CIW	<p>The CGHRMS self-service Career Intentions Worksheet (CIW), implemented in references (a) and (b), has temporarily been removed from the system. The application will be reworked to improve the electronic routing and approval process. The new version is scheduled to be included in the December 2002 CGHRMS software release.</p> <p>The paper Career Intentions Worksheet (CG HRSIC-2045) from enclosure (1) of reference (c) should be used for enlisted separations, reenlistments and extensions. Members should follow the procedures in sections 3-A and 3-B of reference (c), to convey career intentions, via the chain of command, to the servicing PERSRU.</p>
Retirement or Early Separation Requests	Requests for retirement or early separation should be sent, via memo, to CGPC (epm/opm) per chapter 12 of reference (d). A CG HRSIC-2045 should be sent to the PERSRU after the retirement/separation orders are issued by CGPC.
Statement of Intent Transaction	PERSRUs will continue to utilize CGHRMS to input Statement of Intent (SOI) transactions. When entering an SOI in CGHRMS, always select “ <i>SOI No Approval Process</i> ” for the Process Action . The other Process Action options (CIW/SOI) have been disabled.

Continued on next page

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**Pending
CGHRMS
CIWs**

The attached report lists Career Intentions Worksheets that were entered in CGHRMS and have a status of pending. Please review the CIWs for personnel at units you service (the report is sorted by PERSRU) to ensure appropriate action has been taken (e.g., The member has resubmitted retirement request via memo, reenlistment/extension has been entered in SDA II, etc.)

The pending CIWs can be accessed in CGHRMS by following this menu path:

Administer Workforce > Administer Workforce (GBL) > Use > Career Intentions

When viewing the pending CIWs, do not click the **Save** button unless you intend to generate an SOI transaction. The routing/approval process has been removed from the application. The pending CIWs can be saved as SOIs (if appropriate), but they cannot be routed or approved in CGHRMS.

Questions

Questions may be directed to the CGHRMS Help Desk at 785-339-3540 or via e-mail to HRSIC-CGHRMS@hrsic.uscg.mil.

Released by

Internet release authorized (without enclosure).


H. W. HEINEKEN
Deputy Director

Encl: (1) Pending CIW Report.